

# **CDBG-R SUBMISSION TEMPLATE** **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated SF-424.

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

# **THE CDBG-R SUBSTANTIAL AMENDMENT**

Jurisdiction(s):City of Houston	CDBG-R Contact Person: Marnine Thomas
Jurisdiction Web Address: <ul style="list-style-type: none"><li>• <a href="http://www.houstonhousing.org">www.houstonhousing.org</a></li></ul>	Address: 601 Sawyer, Suite 400 Houston, Texas 77007
	Telephone: 713-865-9314
	Fax: 713-868-8423
	Email: <a href="mailto:marnine.thomas@cityofhouston.net">marnine.thomas@cityofhouston.net</a>

## **ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS**

**RESPONSE:** AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDS WILL BE MADE AVAILABLE THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM. CDBG ENABLES LOCAL GOVERNMENTS TO UNDERTAKE A WIDE RANGE OF ACTIVITIES INTENDED TO CREATE SUITABLE LIVING ENVIRONMENTS, PROVIDE DECENT AFFORDABLE HOUSING AND CREATE ECONOMIC OPPORTUNITIES, PRIMARILY FOR PERSONS OF LOW TO MODERATE INCOME. THE ARRA DIRECTS THAT GRANTEE ARE TO USE THESE FUNDS TO MAXIMIZE JOB CREATION AND ECONOMIC BENEFIT. DUE TO THE IMMEDIATE NATURE OF THIS FUNDING, THE CITY OF HOUSTON (CITY), THROUGH ITS HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (HCDD), HAS DETERMINED THAT THE PROPOSED PROJECTS WILL ACCOMPLISH THE GOALS OF THE ARRA BY ASSISTING THOSE MOST IMPACTED BY THE RECESSION; PRESERVING AND CREATING JOBS AND PROMOTING ECONOMIC RECOVERY; AND INVESTING IN TRANSPORTATION, ENVIRONMENTAL PROTECTION, OR OTHER INFRASTRUCTURE THAT WILL PROVIDE LONG-TERM ECONOMIC BENEFITS TO THE COMMUNITY.

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

**RESPONSE:** PER DOCKET NO. FR-5309-N-01, PLEASE SEE ATTACHED SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES AND AN ELECTRONIC VERSION OF THE COMPLETED SPREADSHEET WILL BE SENT TO [CDBG-R@HUD.GOV](mailto:CDBG-R@HUD.GOV).

***B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)***

- (1) Activity Name: (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

**RESPONSE:**

Activity A: Two single room occupancy facilities – rehabilitation and acquisition/ rehabilitation  
Activity B: Purchase four fire trucks for fire stations-health/public safety and infrastructure protection  
Activity C: Acres Homes Multi-Service Center – renovation  
Activity D: Sunnyside Multi-Service Center - renovation  
Activity E: Fifth Ward Multi-Service Center – parking lot expansion

- (2) Activity Narrative:

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

**RESPONSE:** As a condition of CDBG-R funding, HUD requires compliance with Title XII of Division A and Section 1602 of ARRA. Title XII of Division A gives priority to projects that can award contracts based on bids within 120 days from the date funding is made available to recipients. Section 1602 gives preference to projects and activities that can be started and completed expeditiously, including a goal of using at least 50% of the funds for activities that can be initiated not later than 120 days after the date of enactment of the ARRA.

The City of Houston (City) is aware of the urgent nature of the funding source and will comply with the funding commitment requirements. The Housing and Community Development Department (HCDD) will work with the contractors to ensure that each project schedule is maintained. All proposed projects will preserve and enhance the quality of life in older neighborhoods by providing high quality public amenities such as public facilities and infrastructure that will provide long-term economic benefit, minimize or avoid reductions in essential services, and create an environment conducive to attracting additional public and private investment.

The City will receive \$8,093,613 in CDBG-R funding and proposes to expend these funds for two broad purposes: minimizing or avoiding a loss of essential services and infrastructure. Within these two categories, the City is proposing to allocate \$6,093,613 toward activities that are CDBG eligible under Section 570.201 (c). These activities meet National Objectives criteria under Section 570.208 (a)(1). This City also proposes to allocate the remaining \$2 million toward the activity, two single room occupancy facilities, which is CDBG eligible under Section 570.202. This activity also meets National Objectives under Section 570.208 (a)(3).

Activity	Location	Census Tracts	Service Radius	Proposed CDBG-R Allocation	Low/Mod Percentage	Eligibility Citation	Nat'l Objective Citation
Two Single Room Occupancy Projects					both limited clientele		
U.S.Vets/Cloudbreak Good Hope	4640 Main St. 2505/2507 Southmore	4107/4119 3130		\$2,000,000 (both projects)	100% 100%	570.202	570.208(a)(3)
Multi-Service Centers							
Acres Homes MSC	6719 Montgomery	5308	3 miles	\$3,078,613	59.90%	570.201(c)	570.208(a)(1)
Sunnyside MSC	4605 Wilmington	3314	3 miles	\$535,000	67.30%		
Fifth Ward MSC	4014 Market	2113	3 miles	\$480,000	74.90%		
Fire Engine Pumps							
Fire Station 19	1811 Gregg	2113	1.5 miles	\$2,000,000 (includes all fire stations)	81.40%	570.201(c)	570.208(a)(1)
Fire Station 23	8005 Lawndale	3114/3115	1.5 miles		74.40%		
Fire Station 30	6702 Irvington	2202/2203	1.5 miles		68.90%		
Fire Station 40	5830 Old Spanish Trail	3118	1.5 miles		70.20%		

Activity A: The two single room occupancy projects will include a complete rehabilitation of one facility and an acquisition and rehabilitation of the other. The first subrecipient, U.S. Vets/Cloudbreak, is located at 4640 Main St. Funding will be used for the refurbishment of the sanitary facilities to include a shower, sink, and toilet; major work related to repair of the existing facility and replacement of the elevator; and minor work and refurbishment. The second subrecipient, Good Hope, will be located at 2505 and 2507 Southmore and the project will include the purchase of an existing multi-family property and an adjacent office and will convert them to a single room occupancy facility. The proposed projects will provide essential housing to the homeless population and those most impacted by the recession while they search for employment. The rehabilitation of the two single room occupancy facilities will remove approximately 200 homeless individuals from the streets which will reduce the heavy usage of emergency medical and other social services. Both of these projects will benefit low to moderate income (LMI) persons. Using CDBG-R funds on these projects will create jobs through the local construction industry (see chart in Response # 3 below) and will minimize or avoid a reduction in essential services.

Activity B: Making an investment of CDBG-R funding to purchase four fire-engine pumpers will ensure the protection of health and safety to the low to moderate income population within a 1.5 mile service radius surrounding the fire stations.

Activity C: Investing CDBG-R funds in the Acres Homes Multi-Service Center to improve and rehabilitate neighborhood infrastructure not only creates jobs, it also provides long-term economic benefit to the neighborhood by improving and sustaining the quality of life for residents of the neighborhood. The multi-service center houses multiple agencies and service providers such as the American Red Cross, Gulf Coast Community Services Association and Neighborhood Centers, Inc. The proposed scope of work will include the replacement of plumbing and lighting fixtures, roof repair, and ceiling and floor coverings. All CDBG-R funds will be used in common areas of the multi-service center. This activity is also expected to promote energy conservation through the installation of a new roof by reducing electric cooling consumption resulting in a lower demand on electrical production and reduction in related pollution. Using CDBG-R funds on this project will create jobs through the local construction industry (see chart in Response #3 below).

Activity D: Investing CDBG-R funds in the Sunnyside Multi-Service Center to improve and rehabilitate neighborhood infrastructure not only creates jobs, it also provides long-term economic benefit to the neighborhood by improving and sustaining the quality of life for residents of the neighborhood. Agencies, such as American Red Cross, Gulf Coast Community Services, YMCA Senior Program, and the Head Start program offer assistance with social, community, and senior services. The City has a priority of improving the quality of public facilities for low to moderate income persons. Using CDBG-R funds on this project will create jobs through the local construction industry (see chart in Response #3 below). CDBG-R funding will be used to replace the roof, which is common to the facility, and provide exterior wall coating and caulking to common areas. This activity is also expected to promote energy conservation through the installation of a new roof by reducing electric cooling consumption resulting in a lower demand on electrical production and reduction in related pollution.

Activity E: Investing CDBG-R funds in the Fifth Ward Multi-Service Center to expand the common parking lot will increase the accessibility to the facility by individuals with disabilities, under the American with Disabilities Act (ADA), in a low to moderate income neighborhood. Renovations to this multi-service center will sustain the quality of life for residents of the neighborhood by ensuring safe accessibility to various programs such as Neighborhood Centers, Inc. for senior citizens services, Mental Health/Mental Retardation Infant program, and the Fifth Ward Head Start program. Using CDBG-R funds on this project will create jobs through the local construction industry (see chart in Response # below).

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

**RESPONSE:** The projects selected for funding lend to job creation and yield economic benefits as the projects that will take place may not have otherwise occurred, were it not for this funding. The projects will assist with the livelihoods of workers adversely impacted by the recent economic downturn: contractors, construction workers, and laborers. In addition, all projects will utilize local suppliers of building materials, thus creating economic benefit to the community.

Activity	Jobs Retained/Created	Duration	Permanent/Temporary
Two single room occupancy projects	20 construction jobs created	Approximately 18 months	Temporary
Purchase fire trucks/equipment	No jobs retained/created	N/A	N/A
Acres Homes MSC Sunnyside MSC Fifth Ward MSC	All MSC's combined will create 14 construction jobs	Approximately 12 months	Temporary

- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

**RESPONSE:** The City has chosen CDBG-R projects that improve and enhance the City's infrastructure, as that is a priority need. The replacement of the roofs on the Acres Homes Multi-Service Center and the Sunnyside Multi-Service Center will reduce electric cooling consumption resulting in a lower demand on electrical production and will reduce related pollution. The above additional activity information is not applicable to proposed projects.

- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

**RESPONSE:** HCDD is the lead agency for the CDBG-R funding. HCDD's building is located at 601 Sawyer, Suite 400, Houston, Texas, 77007. The administrator for the Public Facilities projects is David Godwin, Division Manager. His contact information is (713) 868-8351 or [David.Godwin@cityofhouston.net](mailto:David.Godwin@cityofhouston.net). The administrator for the acquisition and rehabilitation of the Single Room Occupancy projects is Donald Sampley, Assistant Director. His contact information is (713) 868-8458 or [Donald.Sampley@cityofhouston.net](mailto:Donald.Sampley@cityofhouston.net).

### ***C. PUBLIC COMMENT***

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

***Note:*** A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

**RESPONSE:** According to Docket No. FR-5309-N-01, the U.S. Department of Housing and Urban Development (HUD) is waiving the requirement that the grantee follow its citizen participation plan for this substantial amendment. A summary of the CDBG-R Substantial Amendment was placed on the City of Houston Housing and Community Development Department's website on May 12, 2009 and a Public Notice was placed in the Houston Chronicle on Thursday, May 14, 2009. The seven day review period ended on Thursday, May 21, 2009. The City did not receive any comments relative to the proposed CDBG-R Substantial Amendment.

The revised CDBG-R amendment was placed on the HCDD website on July 16, 2009. Revisions were not substantial and were therefore not reposted in local news media.

# CDBG-R Substantial Amendment Grantee Checklist

*For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.*

## **Contents of a CDBG-R Action Plan Substantial Amendment**

Jurisdiction(s): City of Houston  Lead Agency: Housing & Community Development Department  Jurisdiction Web Address: www.houstonhousing.org	CDBG-R Contact Person: Marnine Thomas Address: 601 Sawyer, Suite 400 Houston, Texas 77 Telephone: (713) 865-9314 Fax: (713) 868-8423 Email: marnine.thomas@cityofhouston.net
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The elements in the substantial amendment required for the CDBG recovery funds are:

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes ☒ No ☐ Verification found on page **ATTACHED SPREADSHEET**

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes ☒ No ☐ Date Spreadsheet was emailed: **7/16/2009**

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,  
 Yes ☒ No ☐ Verification found on page(s) **4**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes ☒ No ☐ Verification found on page(s) **4**
- the CDBG national objective citation,  
 Yes ☒ No ☐ Verification found on page(s) **4**



**B. CDBG-R INFORMATION BY ACTIVITY**

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,  
Yes ☒ No ☐ Verification found on page(s) 4 AND 5
- projected number of jobs created for each activity,  
Yes ☒ No ☐ Verification found on page(s) 6
- whether an activity will promote energy efficiency and conservation,  
Yes ☒ No ☐ Verification found on page(s) 5
- the name, location, and contact information for the entity that will carry out the activity,  
Yes ☒ No ☐ Verification found on page(s) 6
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes ☒ No ☐ Verification found on page (s) 4
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes ☒ No ☐ Verification found on page (s) 4
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes ☒ No ☐ Verification found on page (s) 4

**C. PUBLIC COMMENT PERIOD**

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes ☒ No ☐ Verification found on page(s) 7

Is there a summary of citizen comments included in the final amendment?

Yes ☒ No ☐ Verification found on page(s) 7

**D. CERTIFICATIONS**

The following certifications are complete and accurate:

- |   |   |                             |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying                         | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- |  |   |                             |
|--|---|-----------------------------|
| (5) Authority of jurisdiction                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Following a plan   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (13) Lead-based paint procedures                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with laws                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with ARRA                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (16) Project selection                                       | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (18) Buy American provision                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI                                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Optional Certification                                       |   |                             |
| (21) Urgent Need   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

#### ***D. STATE CERTIFICATIONS***

The following certifications are complete and accurate:

- |  |                              |  |
|--|------------------------------|--|
| (1) Affirmatively furthering fair housing                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Anti-displacement and relocation plan                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Drug-free Workplace                                      | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (4) Anti-lobbying  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (5) Authority of State                                       | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (6) Consistency with plan                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (7) Section 3  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (8) Community development plan                               | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (9) Consultation with Local Governments                      | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (10) Use of Funds  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (11) Excessive Force   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (12) Compliance with anti-discrimination laws                | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (13) Compliance with laws                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (14) Compliance with ARRA                                    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (15) Project selection                                       | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (16) Timeliness of infrastructure investments                | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (17) Buy American provision                                  | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (19) 70% of CDBG-R for LMI                                   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Optional Certification                                       |                              |  |
| (20) Urgent Need   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

[illegible]